

Subject: Division of Family Health and Wellness (FHW) Administrative Services Assistant 4 (ASA 4)
Executive Service Announcement

The Tennessee Department of Health's Division of Family Health and Wellness is hiring an Administrative Services Assistant 4 (ASA 4) Executive Service position. This position is to increase the capacity of the Division to integrate enhanced video/media production into program materials, presentations, and information sharing. Video production and media product are implemented into the development and implementation for strategic alignment of program goals and objectives. The position requires being able to identify potential topics for video/media production and develop/produce/edit video materials to be utilized by the FHW program areas.

Qualified candidates must have experience in shooting video with a Single Lens Reflex (SLR) camera and using industry standard non-linear editing software. Candidates must also be prepared to provide a demo reel of work they have produced. The position requires experience with the development of educational programs through video/media skill sets in order to provide the Division staff with opportunities to coordinate the development of media into program areas.

Applicants must meet the following criteria:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to four years of full-time increasingly responsible professional staff administrative work.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

OR

Three years of increasingly responsible professional administrative services experience with the State of Tennessee.

This is an Executive Service position and all persons interested may submit a resume along with a cover letter to Melissa Barbour via email at Melissa.Barbour@tn.gov.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.